



Ambassadors Fund for Cultural Preservation 2017

Request for Proposals

SUMMARY

The Bureau of Educational and Cultural Affairs (ECA), Cultural Heritage Center, is accepting project proposals for the U.S. Ambassadors Fund for Cultural Preservation (AFCP) 2017 Competition. U.S. ambassadors in eligible countries may submit proposals for projects to preserve cultural heritage in the host country. Belize is an eligible country. The deadline for submitting proposals to the **U.S. Embassy's Public Affairs Section on Friday, January 27, 2017.**

PROGRAM OBJECTIVES

ECA's Cultural Heritage Center ("the Center") requests proposals for funding in FY 2017 for projects to preserve cultural heritage in less developed countries through the U.S. Ambassadors Fund for Cultural Preservation (AFCP).

BACKGROUND

The Department of State (DOS) established the AFCP at the request of the Congress, reflected in the Conference Report on the Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations Act of 2001 (P. L. 106-553). The Senate report on this bill noted that the preservation of cultural heritage offers an opportunity to show a different American face to the world, one that is non-commercial, non-political, and non-military.

FUNDING AREAS

AFCP supports the preservation of major ancient archaeological sites, historic buildings and monuments, and major museum collections that are accessible to the public and protected by law in the host country.

FUNDING PRIORITIES

The AFCP Large Grants Program gives top priority to project activities that are appropriate and in keeping with international cultural heritage preservation standards. An appropriate preservation activity is one that protects the values of the site as they are understood by stakeholders. Stakeholders may include national, regional, or local cultural authorities; the local community; and others with vested interests in the site and the outcome of a project.

Appropriate project activities may include:

- preventive conservation (addressing conditions that damage or threaten the site)
- stabilization (reducing the physical disturbance [settling, collapse, etc.] of a site)
- conservation (addressing damage or deterioration to a collection or sites)
- consolidation (connecting or reconnecting elements of a site)

- anastylosis (reassembling a site from its original parts)
- restoration (replacing missing elements to recreate the original appearance of a site, usually appropriate only with fine arts, decorative arts, and historic buildings)

SPECIAL NOTE REGARDING SITES AND OBJECTS THAT HAVE A RELIGIOUS CONNECTION

The establishment clause of the U.S. Constitution permits the government to include religious objects and sites within an aid program under certain conditions. For example, an item with a religious connection (including a place of worship) may be the subject of a cultural preservation grant if the item derives its primary significance and is nominated solely on the basis of architectural, artistic, historical, or other cultural (not religious) criteria. Organizations considering preservation projects with a religious connection are encouraged to contact the U.S. Embassy Public Affairs Section at 822-4011 ext. 4370 or BelmopanPA@state.gov with any questions.

ELIGIBLE PROJECT APPLICANTS

The Center defines eligible project applicants as reputable and accountable non-commercial entities, such as non-governmental organizations, museums, ministries of culture, or similar institutions and organizations that are able to demonstrate that they have the requisite experience and capacity to manage projects to preserve cultural heritage. Embassies must vet applicants for eligibility, suitability, and reputable performance in cultural preservation or similar activities. The Center requests that embassies determine whether any country-specific sanctions should be taken into consideration before submitting proposals. Embassies must ensure the applicants are able to receive support from the U.S. Government and AFCP grants in accordance with AFCP program policies.

INELIGIBLE ACTIVITIES AND UNALLOWABLE COSTS

AFCP will NOT support the following activities or costs, and applications involving any of the activities or costs below will be deemed ineligible:

- A. Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is envisioned, planned, or in process but not complete at the time of application;
- B. Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.);
- C. Preservation of hominid or human remains;
- D. Preservation of news media (newspapers, newsreels, radio and TV programs, etc.);
- E. Preservation of published materials available elsewhere (books, periodicals, etc.);
- F. Development of curricula or educational materials for classroom use;
- G. Archaeological excavations or exploratory surveys for research purposes;
- H. Historical research, except in cases where the research is justifiable and integral to the success of the proposed project;

- I. Acquisition or creation of new exhibits, objects, or collections for new or existing museums;
- J. Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example);
- K. Commissions of new works of art or architecture for commemorative or economic development purposes;
- L. Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances;
- M. Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist;
- N. Relocation of cultural sites from one physical location to another;
- O. Removal of cultural objects or elements of cultural sites from the country for any reason;
- P. Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation or documentation effort;
- Q. Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies;
- R. Cash reserves, endowments, or revolving funds (funds must be expended within the award period [up to five years] and may not be used to create an endowment or revolving fund);
- S. Costs of fund-raising campaigns;
- T. Contingency, unforeseen, or miscellaneous costs or fees;
- U. Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the grants officer;
- V. International travel, except in cases where travel is justifiable and integral to the success of the proposed project;
- W. Travel or study outside the host country for professional development;
- X. Independent U.S. projects overseas.

INELIGIBLE PROJECT APPLICANTS

AFCP does not award grants to individuals, commercial entities, or to embassies or past award recipients which have not fulfilled the objectives or reporting requirements of previous AFCP awards.

AWARD INFORMATION

Funding Instrument Type: Grant (Program Authority: Fulbright Hays Section 102(b)(5), as amended). Floor on Amount of Awards: US\$10,000-US\$200,000 per project. Since 2008 awards made through this program for new large-scale projects have ranged from \$200,000 to \$979,000 with an average award amount of \$480,000.

APPLICATION AND SUBMISSION INFORMATION

Organizations must submit completed project proposals electronically to the U.S. Embassy Public Affairs Section at BelmopanPA@state.gov.

APPLICATION CLOSING DATE

All applications must be submitted electronically on or before **Friday, January 27, 2017** Belize time. Applications submitted after 12:00 noon will be ineligible for consideration. Begin the application process early, as this will allow time to address any technical difficulties that may arise in advance of the deadline.

APPLICATION REQUIREMENTS

Project proposals must include or address the following:

- A. Full and complete Application for Federal Assistance (SF-424), including Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B), and Disclosure of Lobbying Activities (SF-LLL);
- B. Project Basics, including title, project dates, AFCP focus area, and other top-level information;
- C. Project Applicant information, including contact information, DUNS Number, and SAM registration (see Section 18 below);
- D. Project Location;
- E. Proof of Official Permission to undertake the project and the endorsement and support of the appropriate national authority;
- F. Project Purpose that briefly explains the project objectives and desired results;
- G. Project Activities Description that explains how the applicant intends to achieve the project objectives and results, presents proposed tasks in a logical order, and describes how those tasks directly contribute towards achieving the project objectives and results;
- H. Project Time Frame or Schedule that identifies the major project phases and milestones, with performance target dates for achieving them (**NOTE:** Applicants may propose project performance periods of up to 60 months [five years] with five budget periods of one year each; projects must begin before September 30, 2014, and conclude no later than September 30, 2018);
- I. Project Participant Information, specifically an estimated number of non-US and US participants and estimated number of primary and secondary participants, as well as resumes of the proposed project director and other primary project participants, which demonstrate that the applying entity (ministry of culture, NGO, etc.) has assembled the requisite experience and the capacity to carry out projects to preserve cultural heritage;
- J. Statement of Importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, object, collection, or form of traditional expression;
- K. Statement of Urgency indicating the severity of the situation and explaining why the project must take place now;
- L. Statement of Sustainability outlining the steps or measures that will be taken to maintain the site, object, or collection in good condition after the AFCP-supported project is complete; or, in the case of forms of traditional cultural expression, to preserve and disseminate the documentation, knowledge, or skills either resulting or gained from the project;

- M. Detailed project budget, demarcated in one-year budget periods (2014, 2015, 2016, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Cost Sharing); indicates funds from other sources; and gives a justification for any anticipated international travel costs;
- N. Attachments and supporting documents including, at minimum and REQUIRED, five (5) high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site, object, or form of expression and, in the case of a site or object, show the urgency or need for the proposed project (collapsing wall, water damage, worn fabric, broken handle, etc), any historic structure reports, conservation needs assessments, and other planning documents compiled in preparation for the proposed project;

COST SHARING AND OTHER FORMS OF COST PARTICIPATION

There is no minimum or maximum percentage of cost participation required for this competition. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. The applicant will be responsible for tracking and reporting on any cost share or outside funding, which is subject to audit per 2 CFR 200. Cost sharing may be in the form of allowable direct or indirect costs.

DUNS NUMBER AND SAM REGISTRATION

Applicants requesting \$25,000 or more in federal assistance must have a Dun & Bradstreet Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) prior to submitting applications. Applicants may acquire DUNS numbers at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or by requesting a number online at <http://fedgov.dnb.com/webform>. SAM is the official, free on-line registration database for the U.S. Government. SAM.gov replaced the Central Contractor Registration (CCR), the Online Representations and Certifications Application (ORCA), and the Excluded Parties List System (EPLS) in July 2012. SAM.gov collects, validates, stores, and disseminates data in support of federal agency acquisition and grant award mission. Registration in SAM is free: <https://www.sam.gov/portal/public/SAM/>. Please apply early as this process may take a few weeks.

APPLICATION SCREENING CRITERIA

The Center will first screen all proposals for technical eligibility based on the criteria contained in this request for grant proposals. The Center will also screen proposals against the lists of AFCP program-specific ineligible activities, costs, and applicants (see relevant sections above).

APPLICATION RATING CRITERIA

Using a point-based system (below), the Center will rate all applications based on the program funding priorities; the quality, soundness, and comprehensiveness of the proposed project and budget; the urgency of the proposed project; the rationale for U.S. support of the project supplied by the applying U.S. embassy; the quality and quantity of supporting materials, such as resumes of the key project participants, images of the resource, and notices of official permission from the responsible resource steward, such as a ministry of culture.

AFCP POINT-BASED RATING SYSTEM

Proposals will be rated as follows:

Purpose and Summary, Description, Time Frame, Importance of Site/Object/Form of Expression: 20 points max

- Urgency: 15 points max
- Sustainability: 10 points max
- Rationale for U.S. Support: 15 points max
- Media and Outreach Plan: 10 points max
- Budget: 15 points max
- Supporting Materials: 15 points max

Once the Center has completed its screening and rating, it will forward the technically eligible and favorably rated proposals to the Public Diplomacy sections in the respective regional bureaus in the State Department for ranking. Once the proposals are ranked, the Center will convene a panel to recommend proposals for funding. The Center may deem proposals ineligible if they do not fully adhere to AFCP 2016 Competition objectives, requirements, and other criteria stated herein.

AWARD ADMINISTRATION INFORMATION

The Bureau will announce the awards as soon as possible once the Department's FY 2017 funding levels are known and a financial plan approved.

PERIOD OF PERFORMANCE OF AFCP 2016 GRANTS

The period of performance begins upon the completion and countersignature of a Department of State (DOS) Notice of Award. A complete DOS Notice of Award consists of:

- DS-1909 Standard Award Coversheet;
- DOS Award Specifics;
- Program/Post Specifics; and,
- Department of State Standard Terms and Conditions for Federal Assistance Awards (Domestic or Overseas).

The four combined constitute the legal document issued to notify an award recipient that an award has been made and that funds are available for use during the specified award period. Failure to produce a complete DOS Notice of Award may result in the nullification of the award.

ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

All awards will be made with terms and conditions subject to OMB Uniform Guidance (2 CFR 200): Cost Principles, Audit, and Administrative Requirements for Federal Awards (2 CFR Chapter I, Chapter II, Part 200, et al.) unless otherwise specified in the AFCP Award Guidance cable following the announcement of AFCP 2017 awards. Potential applicants should be familiar with these requirements. Other requirements and guidance are incorporated by reference in the Notice of Award.

PERFORMANCE AND DELIVERABLES

AFCP 2017 award recipients must submit semi-annual performance progress and federal financial status and final reports on time as specified in the Notice of Award.

DISCLAIMER

Explanatory information provided by the Center that contradicts published language is not binding. Issuance of this Request for Proposals does not constitute an award commitment on the part of the U.S. Government. The Center reserves the right to waive program formalities and to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements as specified above and in the Notice of Award.